

APPENDIX C:

ACCESSING EPPAS

EPPAS access is granted to teacher educators and unit staff by way of their unit's designated Identified Official with Authority (IOwA).

Instructions for designating an IOwA:

1. Determine who your IOwA will be for the next 365 days. If the IOwA is changing from last year (or needs to be updated before that time), please be sure the new IOwA creates an EDIAM account with the email address listed in THIS FORM, which is mentioned in "2" below.
2. Copy and paste ALL of the text from the attached form to letterhead.
3. Be sure to add your 6-digit organization code (To find this code, [click here](#). Contact PELSB if you are unable to find your code and Tyra Nelson Reck will work with you to find it).
4. Obtain the designated signature from the unit leader or Dean.
5. Email the letter to Tyra Nelson Reck directly to get EDIAM updated with the designated IOwA.

Once the IOwA is designated, that individual is responsible for granting and revoking access to EPPAS should follow the steps provided by the Teacher Education Specialist who assisted you in your IOwA designation.

Instructions for Board members, PRP members Content Reviewers:

If you use EPPAS for more than one purpose (e.g. provider entry access and program review access), then you need to create a second EDIAM account.

1. Again, create an EDIAM account. Board members must use their state email addresses for EPPAS access.
2. Contact Michelle Sandler with your username or email address associated with your new EDIAM account to get your access activated.